

## **Best Practice Guide to completing a Reporting Form for the Child Death Service – 0-19 Practitioner**

You have been requested to complete a Reporting Form by the Child Death Overview Panel. Please complete the form with as much information as possible held within your service relating to:

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| • The child.   |
| • Family members, inc. household members and significant adults. |
| • Current and historical information.                            |

If you have been requested to complete a Reporting Form but have not worked directly with the child/family, it will be necessary to include practitioners who have had direct involvement when completing the form. This will enable us to fully understand your service's involvement with the child and family.

If using acronyms when completing your form, please ensure you give the full definition.

### **Identifying and Reporting Details**

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| • Please complete the child's full details.   |
| • Please ensure you complete full family details including both parents and siblings, if known. |

### **Summary of Case and Circumstances Leading to the Death**

Please complete with as much information as possible that you know relating to the circumstances of the child's death. If you have been made aware of the circumstances from another agency, please indicate the source. If the circumstances of death are not known to you, please indicate this.

The question 'Circumstances of Death' could include information around:

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| • Date and nature of last contact with the child (if immediately prior to child's death, please specify the child/family appearance, including voice of the child, bond/attachment with parent/care giver). |
| • Degree of your involvement at the time the child died (i.e., were you supporting the family with a targeted/specialist level of service – faltering growth/maternal mental health/safeguarding?)          |
| • For an expected child death – were there professionals involved from specialist teams and who were they and what intervention were they providing?  |
| • For all deaths – please include the information detailed on the discharge summary from hospital if you have received this.  |
| • Any other information you feel relevant – for example, safeguarding information, changes in child's behaviour or presentation and any concerns from parents/carers to include parental mental health.     |

### **The Child**

Please answer as many questions as you can, if an answer is not known, please specify.  
You could include information around:

• History of involvement with child and current level of service offer, including reasons for this.
• Any known medical conditions (including treatment and recent hospital admissions).
• If the child was taking medication - what medication was child on, and length of time used, e.g., inhalers if known.
• Were there any known congenital medical conditions, developmental issues, disabilities or SEND.
• How often have the family accessed out of hours services for the child/recent A&E attendances?
• Any referrals made to agencies for services for additional support for child (i.e., speech and language, therapy services) and what was the reason for this referral.
• Were any referrals made to specialists – for example, paediatrician or dietician – and what was the reason for this referral.
• Was the child receiving any support from CAMHS/mental health services or neurodiversity professionals/teams?
• Have there been any disclosures regarding abuse or neglect, if so, who made this disclosure and what was the outcome?
• Who attended appointments with the child? – please include names and relationship to the child.
• Assessment/observation at contacts – presentation of child, siblings and parents – were there any concerns, was parental bond evident – consider voice of the child?
• Was the child brought to all scheduled appointments – new birth visit, 6-week review, 12 month and 24–30-month developmental assessments and school aged health appointments?
• Were any additional follow-up appointments required? If so, what was the reason and were these appointments attended?
• Did the appointments take place at home, clinic or school/other setting?
• Were any concerns identified with the home conditions – if so, what support was put in place and was this escalated if no improvements were made?
• Were there any financial or housing difficulties? Were parents known to food banks?
• Did parents follow health/medical advice given?
• Was any attempt made to follow-up with parents/carers if the child was repeatedly not brought to appointments and was there any escalation of concerns?

### **Additional Information**

The question 'Additional Information' could include information around:

• How long have the family been known to your service?
• Is there an ECHP in place or has a referral been completed?

• Are there any medical conditions/developmental concerns with regards to parents and siblings?
• Are there any concerns with presentation at school/nursery?
• Are there any concerns with attendance at school or nursery?
• Are there any issues with engagement/missed appointments?
• Any disclosures made by family members? (i.e., domestic abuse, parental mental health, substance abuse)
• Are there adverse childhood experiences with parents/carers/household members, which may include - imprisonment, involvement in legal proceedings, care leavers, substance misuse, mental health concerns?
• Are there issues with communication? (i.e., language barriers, visual or hearing impairment, learning disabilities).
• Antenatal care received by mum (e.g., late presentation of pregnancy, is father visible?).
• Has safe sleeping advice been discussed with the family?
• Was ICON advice discussed with the family?
• Identify any unmet needs or gaps in service and between agencies.
• Have the parents acted appropriately when the child has been ill – any delays in presentation?
• Information from any assessment or process in relation to safeguarding (i.e., EHA/CIN/CP/Children Looked After)
• What support was put in place for parents if they have any recognised needs? (e.g., post-natal depression/low mood or substance abuse or learning difficulties?)
• Issues that impact on parents' ability to engage with your agency or other agencies.
• If parents are separated – what involvement have parents who do not live at the home address had?
• The relationship between parents if separated – is this amicable or have there been concerns?
• Any additional services requested by or on behalf of the family – were they available and did the child and family engage?
• Has bereavement support offered to family (was this accepted)?

### **Issues or Questions**

If on completion of a Reporting Form, you have any issues or questions you think the Child Death Overview Panel should consider please indicate clearly in the section 'Issues for Discussion'.

This could include:

• Timeliness of medical intervention – any delay in presentation.
• No access visits (the child and family not being home for planned appointments).
• Family not adhering to advice from professionals – was this explored with the family, and did you have any concerns around safeguarding, such as neglect?
• Information sharing/communication (between agencies).
• Delay in access to services.
• Barriers to communication.
• Identified missed opportunities.

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| <ul style="list-style-type: none"><li>• Identified learning opportunities for development.</li></ul> |
| <ul style="list-style-type: none"><li>• Any cross-border issues identified.</li></ul>                |
| <ul style="list-style-type: none"><li>• Delay in bereavement support.</li></ul>                      |

### **Further Information and Support**

Link to West Mercia CDOP –

[westmercia eCDOP](#)

Link to Child Death Reporting Form –



Child-death-reporting-form-october-2020

Link to the ICON Website - [I is for Infant Crying is Normal](#)

Demonstration Video for Form B completion <https://www.youtube.com/watch?v=23gZsfgqYBw>

2Wish website for targeted bereavement support for families following the death of a child - [Home - 2 Wish](#)

Please return completed form to:

[stw.cdop@nhs.net](mailto:stw.cdop@nhs.net)

or complete following the link sent to you via email.

If you require further information or support completing the form, please contact:

Maddy Kempself-Smith – Specialist Nurse for Child Death

Tel - 07917010518

Email - [stw.cdop@nhs.net](mailto:stw.cdop@nhs.net)